

IBM Suggestion Form

The expiration date of this suggestion is two years from the date of receipt stamped above

Subject Code

IBM Machine Name	IBM Machine Type		Model		Serial No.—Equip. Tag No.			IBM System Type					
	Part—Form—B/M No.	Parts Cat. No.		Page No.	Mech. Code	Ref. No.		Cause of trouble					
Part or Form Name													
	Tool No.		Operation No.		Location of IBM Area Affected								
				Bldg.		Floor	Dept./Br. Off.						

Idea—brief description—include your solution

Fold

Explain in detail (attach drawing if applicable)

Fold

Page of



IBM

Suggestion Form

All IBM employees are invited to participate in the suggestion plan

Helpful hints on submitting suggestions

1. Each idea should be submitted on a separate form.
2. Your suggestion must contain a specific solution.
3. Use a typewriter or write plainly on a smooth, hard surface so all copies may be easily read.
4. Sketches or drawings are helpful and should be included whenever possible.
5. Check to make certain all information blocks related to your idea are completed.
6. Include part and form numbers.
7. Sign and date your suggestion.
8. Refer to the suggestion number when communicating with the suggestion department.

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Page of

Mr. ☐ (Print) first name, initial, last name
Mrs. ☐
Miss ☐

Employee serial

Dept./Br. Off.

Shift

Position name

Signature

Branch office, plant name or location name

Date

Division of company to which assigned

This suggestion is submitted and awards will generally be made in accordance with and subject to the provisions in the IBM booklet "Ideas For Improvement"

Mr. ☐ Joint suggester—first name, initial, last name
Mrs. ☐
Miss ☐

Employee serial

Dept./Br. Off.

Shift

Position name

Signature

Detach this copy for your records